

THIS IS NOT A RENEWAL APPLICATION

THE PROCESS OF RENEWING THE APPROXIMATELY 95,000 ACTIVE REAL ESTATE LICENSES SHALL COMMENCE BY APRIL 25, 2005.

TO ASSIST BROKERS IN UNDERSTANDING THE PROCEDURES FOR THE RENEWAL, REPRINTED BELOW IS A SUMMARY OF THE 2005 RENEWAL INSTRUCTIONS. BROKERS ARE URGED TO MAKE THE REQUIRED INQUIRIES, COMPLETE AND SIGN THE FORMS AND RETURN THEM TO THE COMMISSION AS SOON AS POSSIBLE.

PLEASE MAKE SURE YOUR BUSINESS MAILING ADDRESS IS CURRENT WITH THE COMMISSION. YOU MAY OBTAIN A CHANGE OF ADDRESS FORM BY CONTACTING THE COMMISSION OR VISIT OUR WEBSITE AT <http://www.njdobi.org/acrobat/recchgad.pdf>.

2005-2007 LICENSE RENEWAL INSTRUCTIONS

1. RENEWAL FEES FOR THE 2005-2007 LICENSE TERM ARE \$100.00 FOR SALESPERSON; \$200.00 FOR BROKER; \$200.00 FOR BROKER/SALESPERSON; \$200.00 FOR CORPORATION OR PARTNERSHIP OR LLC; AND \$100.00 FOR BRANCH OFFICE. **SUBMIT ONLY ONE MONEY ORDER OR BROKER BUSINESS ACCOUNT CHECK,** MADE PAYABLE TO THE STATE TREASURER OF NEW JERSEY. RENEWED LICENSES WILL EXPIRE ON JUNE 30, 2007.
2. BROKERS MUST VERIFY THAT THE RENEWAL APPLICATION CORRECTLY IDENTIFIES ALL PERSONS WHOSE LICENSES ARE TO BE RENEWED. INDIVIDUAL LICENSEES HAVE THE SAME OBLIGATION TO CONFIRM THAT THEIR LICENSE IS BEING RENEWED.
3. BROKERS MUST NOTIFY, IN WRITING, ANY LICENSEE WHOSE LICENSE THEY HAVE NOT RENEWED. THE BROKER MUST ALSO DELETE THE LICENSEE'S NAME FROM THE RENEWAL LIST AS INSTRUCTED IN PART IV BELOW.
4. EACH EMPLOYING BROKER OR BROKER-OF-RECORD MUST ASK EVERY RENEWING LICENSEE ALL QUESTIONS IN PART II OF THIS FORM.
5. RENEWAL FEES MUST BE PAID BY ONE MONEY ORDER OR BUSINESS ACCOUNT CHECK OF THE BROKER. PERSONAL CHECKS WILL NOT BE ACCEPTED AND WILL RESULT IN ALL SUBMISSIONS BEING RETURNED TO THE SENDER. PENALTIES ARE ASSESSED IF CHECKS ARE WRITTEN ON INSUFFICIENT FUNDS.
6. DO NOT ADD THE NAME OF ANY LICENSEE TO THE RENEWAL LIST. COMMUNICATE WITH MARY VARGAS AT (609) 292-7053 (EXT. 50442) OR VIAL MAIL TO THE COMMISSION FOR FURTHER INFORMATION. FOR PERSONS WHO PASSED THEIR EXAM IN APRIL THRU JUNE, 2005 AND DO NOT WANT THEIR ORIGINAL LICENSE TO BE EFFECTIVE PRIOR TO JULY 1, 2005, PLEASE DATE THEIR EXAMINATION PASS NOTICE (EMPLOYMENT DATE) JULY 1ST. BY DOING SO, SUCH A LICENSEE WILL SAVE A RENEWAL FEE OF \$100.00 FOR SALESPERSON OR \$200.00 FOR BROKER/SALESPERSON.

HOWEVER, IN DECIDING WHETHER TO DELAY THE EFFECTIVE DATE OF AN APPLICATION UNTIL JULY 1, 2005, **CONSIDERATION MUST BE GIVEN TO THEIR ELIGIBILITY EXPIRATION DATE. CANDIDATES MUST APPLY FOR THE ISSUANCE OF THEIR LICENSE WITHIN ONE YEAR OF THE COURSE COMPLETION DATE.** THE PASS NOTICES FOR NEW LICENSEES WHO WISH TO BE LICENSED PRIOR TO JULY 1, 2005 MUST BE SIGNED AND DATED BY THE BROKER AND IMMEDIATELY FORWARDED TO THE COMMISSION, ALONG WITH THE REGULAR FEE FOR A NEW SALESPERSON'S OR BROKER/SALESPERSON'S LICENSE. SUCH PERSONS WILL BE CHARGED RENEWAL FEES AND INCLUDED ON A SUPPLEMENTAL RENEWAL FORM SUPPLIED BY THE COMMISSION AT A LATER DATE.

7. LICENSEES WHO TRANSFER TO YOU OR YOUR FIRM, WHO WERE NOT LISTED ON THE INITIAL LICENSE RENEWAL FORM, WILL BE LISTED ON A SUPPLEMENTAL RENEWAL FORM WHICH WILL BE MAILED TO YOUR OFFICE AT A LATER DATE.
8. **DO NOT WAIT FOR THE SUPPLEMENTAL RENEWAL FORM TO SUBMIT THE INITIAL RENEWAL FORM.** IN DOING SO, YOU MAY BE ASSESSED LATE FEES AND A BREAK IN LICENSURE.
9. TO EXPEDITE YOUR RENEWALS, PLEASE SUBMIT THE ENTIRE RENEWAL FORM AND THE CORRECT TOTAL FEES BY **JUNE 1, 2005, BUT NO LATER THAN JUNE 30, 2005.** MARK **"RENEWAL"** ON THE FACE OF THE ENVELOPE.
10. ANYONE DELETED FROM THE RENEWAL FORM WHO LATER DECIDES TO RENEW, WILL BE REQUIRED TO COMPLETE A REINSTATEMENT APPLICATION AND SUBMIT SAME TO THE NEW JERSEY REAL ESTATE COMMISSION, ACCOMPANIED BY THE APPROPRIATE FEE (\$150.00 FOR A SALESPERSON AND \$250.00 FOR A BROKER/SALESPERSON).

NOTE: ON ALL RENEWAL APPLICATIONS POSTMARKED AFTER JUNE 30, 2005, THE COMMISSION'S RECORDS WILL REFLECT A BREAK IN LICENSURE BETWEEN JUNE 30, 2005 AND THE DATE THE RENEWAL IS RECEIVED. BY LAW, YOU CANNOT SUE FOR COMPENSATION EARNED, UNLESS YOU CAN PROVE THAT YOU WERE DULY LICENSED WHEN THE ALLEGED CAUSE OF ACTION AROSE. FURTHERMORE, YOU ARE SUBJECT TO FINES BY THIS COMMISSION IF YOU ENGAGE IN THE BROKERAGE BUSINESS AS A TIME WHEN YOU WERE NOT LICENSED TO DO SO. THE FINES MAY RANGE UP TO \$5,000.00 FOR THE FIRST VIOLATION AND UP TO \$10,000 FOR SUBSEQUENT VIOLATIONS.

IF YOU HAVE ELECTED NOT TO RENEW, YOU MUST COMPLETE AN OFFICE CLOSING AFFIDAVIT AND RETURN IT TO THE COMMISSION WITHIN THIRTY (30) DAYS OF THE EFFECTIVE DATE OF CLOSING. FAILURE TO FILE AN AFFIDAVIT IS CAUSE FOR A \$300.00 ADMINISTRATIVE PENALTY FOR VIOLATION OF N.J.A.C. 11:5-3.9, WHICH REQUIRES BROKERS TO SUBMIT AN OFFICE CLOSING AFFIDAVIT WITHIN THIRTY (30) DAYS OF THE DATE THE BROKER CEASED TO ENGAGE IN THE REAL ESTATE BROKERAGE BUSINESS.

IF YOU ENGAGED IN THE REAL ESTATE BROKERAGE BUSINESS WITHOUT A VALID LICENSE, YOUR LICENSE WILL NOT BE REINSTATED UNTIL SUCH VIOLATIONS OF THE LICENSE LAW HAVE BEEN RESOLVED.

PLEASE NOTE: OFFICE CLOSING AFFIDAVIT IS NOT REQUIRED FOR OUT-OF-STATE BROKERS.

PART II – QUESTIONS FOR RENEWING LICENSEES

IN EACH QUESTION, THE TERM “**YOU**” MEANS THE BROKER WHO SIGNS THE FORM AND ALL PERSONS FOR WHOM APPLICATION IS BEING MADE TO RENEW A REAL ESTATE LICENSE.

1. SINCE JULY 1, 2003, HAVE YOU OR ANY OF YOUR RENEWING LICENSEES HAD THEIR REAL ESTATE LICENSE SUSPENDED OR REVOKED BY THIS COMMISSION OR BY ANY OTHER STATE; OR HAD A LICENSE FOR ANY OTHER BUSINESS OR PROFESSION, REVOKED , SUSPENDED OR SURRENDERED FOR CAUSE?

YES

NO

2. SINCE JULY 1, 2003, HAVE YOU OR ANY OF YOUR RENEWING LICENSEES BEEN CHARGED WITH, INDICTED, CONVICTED OR SENTENCED FOR ANY DISORDERLY PERSONS OFFENSE, CRIME OR MISDEMEANOR (OTHER THAN MOTOR VEHICLE VIOLATIONS) IN THIS STATE OR ANY OTHER JURISDICTION; OR ARE YOU OR ANY RENEWING LICENSEE PRESENTLY ENROLLED IN NEW JERSEY’S PRE-TRIAL INTERVENTION PROGRAM OR A SIMILAR PROGRAM OF ANOTHER STATE OR THE FEDERAL GOVERNMENT?

YES

NO

3. DO YOU HAVE A CHILD SUPPORT OBLIGATION ON WHICH THERE IS AN ARREARAGE DUE THAT EQUALS OR EXCEEDS THE AMOUNT OF CHILD SUPPORT PAYABLE FOR SIX MONTHS; OR ARE YOU THE SUBJECT OF A CHILD SUPPORT RELATED WARRANT; OR DURING THE PAST SIX (6) MONTHS, HAVE YOU FAILED TO PROVIDE ANY COURT-ORDERED HEALTH CARE COVERAGE; OR HAVE YOU FAILED TO RESPOND TO A SUBPOENA RELATING TO A PATERNITY OR CHILD SUPPORT PROCEEDING? (MAKING A FALSE STATEMENT REGARDING A CHILD SUPPORT, PATERNITY OR COURT-ORDERED HEALTH CARE COVERAGE MATTER, MAY SUBJECT YOU TO CONTEMPT OF COURT).

YES

NO

IF THERE IS A “**YES**” RESPONSE TO ANY OF THESE QUESTIONS, THE BROKER MUST MARK THIS RENEWAL FORM **BY PLACING A RED “X” NEXT TO THE NAME OF EACH LICENSEE WHO SUPPLIED SUCH A RESPONSE AND EXPLAIN IN A SEPARATE LETTER ATTACHED TO THIS RENEWAL LIST.**